

**elder/child care, secondary domicile, medically necessary school/tutoring expense, natural disaster home repairs*

Student Name	
Student Banner ID	
Today's Date	
Email Address	
Student or Parent Signature*	

office use only	
# of pages	
current status	
prior status	
track code	spcond
prepped by	
date prepped	

* Your signature on this form indicates that information submitted is true and complete to the best of your knowledge.


When to Use this form:

This form is designed to help families communicate unusual expenses (i.e. medically necessary tutoring or schooling, secondary domicile) that are incurred for a limited amount of time or sources of income (i.e. inheritance, retirement distribution) that will not repeat. **Loss of bonus/overtime not considered.**

<p><u>Returning Students</u></p> <ul style="list-style-type: none"> • Decisions on appeals received during the summer break will be finalized mid-September and those received during the fall semester will be finalized mid-February. Results posted in CyberFriar. • Your bill is still expected to be paid on time and you should not wait for the results of your appeal before paying your bill. • Submission of an appeal is not a guarantee of additional funding and does not prevent a financial hold being placed on the student account. 	<p><u>Incoming Freshman</u></p> <ul style="list-style-type: none"> • All appeals received before 4/23 will be reviewed on a rolling basis. While not guaranteed, we will make every attempt to respond by your Admission deposit deadlines*. • You should not wait for appeal results to make your enrollment decision. • Decisions on appeals received after 5/1 will follow the Returning Student Policy (see box to the left). <p><i>*Early Decision I Dec. 6, Early Decision II, Feb. 28 and Early Action & Regular Decision May 1</i></p>
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Submit all of the following:

Omitting any items below will delay the appeal process. Also, if selected for verification by the U.S. Department of Education you may be asked for additional documentation.

- 2018 W2(s)
 - 2019 W2(s)
 - 2018 Federal Tax Return
 - 2019 Federal Tax Return
 -  check here if not filed yet
 - Detailed Letter of Explanation
 - Other supporting documents that strengthen your appeal
 - Complete grid on back - do not leave any fields blank
- Loss of bonus/overtime not considered



Do not leave any fields blank.
Use "n/a" if question does not apply.



One-Time Income

A one-time income appeal will only be considered once during a student's enrollment at the College.

Source of one-time income(s)	Description	Check this box if capital gain?	Total Amount Received	Date Received
<i>(attached separate sheet if needed)</i>	1.	<input type="radio"/>	\$	
	2.	<input type="radio"/>	\$	
	3.	<input type="radio"/>	\$	
Where did you invest your one-time income (i.e. where is the income now)? Please explain.	<input type="radio"/> Put it in the Bank (i.e. cash, checking, savings) <ul style="list-style-type: none"> • Attach statement showing deposit (<i>required</i>) <input type="radio"/> Added to investment(s) <ul style="list-style-type: none"> • Attach statement showing deposit (<i>required</i>) <input type="radio"/> Paid off debt <ul style="list-style-type: none"> • Receipts of debt(s) paid (<i>required</i>) 			
Did you check off capital gain?	<input type="radio"/> Yes - provide statement showing original investment amount that generated the gain			

Unusual Expenses

Check all that apply, complete the grid and attach receipts and/or proof of payments for expenses listed below

<input type="radio"/> School/Tutoring <i>Expenses for school/tutoring are only considered if deemed medically necessary. Family choice for private schooling is not an appealable condition.</i>		<input type="radio"/> Home Repairs <i>Out of pocket home repairs expenses are considered when they are required due to a natural disaster. Do not include expenses reimbursed by insurance or covered by FEMA.</i>			
<input type="radio"/> Secondary Domicile <i>Expenses are only considered when parent/spouse current employment makes it necessary to maintain a second household.</i>		<input type="radio"/> Elder/Child Care <i>Out of pocket expenses for children/grandparents are considered. Funds used through flex spending accounts are not considered.</i>			
Description of Expenses	Date Incurred	Date Paid	Receipt attached		Check box below if this expense is already included in your Schedule A
			Yes	No*	

* Expenses without supporting documentation will not be considered. Attach separate sheet if needed using the format above.